

**DEFENCE & GOVERNMENT SERVICES**

Job Description:
Chef Supervisor

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| Function: | Defence & Government Services |
| Generic job:  | Head Chef - Frontline X |
| Position:  | Head Chef  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Catering Manager  |
| Additional reporting line to: | Services Manager  |
| Position location: | Dale Barracks Chester |
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| 1. Purpose of the job  |
| * To provide effective delivery of catering services to the client organisation
* To operationally oversee the shift to assist the Head chef in delivering the service to the required specification
* To motivate and supervise the chefs, assist in training programmes as directed by the Catering Manager/ Chef Manager
* Embrace the principles of Collaborative Business Relationships (BS11000), in line with Sodexo’s vision and values
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| 2. Dimensions  |
| N/A |  |

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| 3. Organisation chart  |
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| **4. Context**  |
| * Comply with all Sodexo company policies/procedures
* Comply with all legislative requirements
* Adhere to any local client site rules and regulations
* Role model safe behaviour
* Unsociable hours in line with business requirements maybe required
* Flexibility on work schedule and location maybe required
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| 5. Main assignments  |
| **Finance*** Manage consumption of ingredients in line with recipe cards and agreed establishment targets, exercising economy of food, fuel and prevention of waste
* Mange recipe on Line system
* Control all food stocks complying with the correct ordering and delivery monitoring procedures laid down in the Quality System. Undertake regular stock-checks and maintain stock levels as directed.

 **Hygiene, Health and Safety*** Comply with all company and client policies, site rules and statutory regulations relating to Health and Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place and correct utilisation of required personal protective equipment.
* Ensure that all equipment is in a safe working order, report any faults to management and ensure equipment is not used until safe
* Attend to and take all necessary action, statutory or otherwise, in the event of incidents or accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate
* To report any near miss occurrences.
* Ensure and monitor that the team are accurately taking and recording temperatures of fridges and freezers, hot cabinets, serveries in line with Sodexo’s Safety Management System (SMS)
* Ensure that all foods served under your control are served and held at the required temperatures (probed and recorded)
* Ensure that the handing over procedures and opening up and closing down procedures are compiled to, with emphasis on safety and security
* To provide catering support services across the site including food preparation, cooking and presentation, storage and disposal of food and monitoring practices to ensure that company and legislative requirements are met
* Implement and monitor all aspects of the Quality Control System within the area of responsibility in conjunction with the Catering Manager.

**Personnel and Training*** Comply with all relevant Sodexo and Client policies and procedures
* Attend team briefs, huddles and meetings
* To attend performance development reviews with your line manager to agree and take ownership of your training and development needs
* Attend company training courses
* To maintain excellent client/customer relationships
* To attend team briefs, huddles and meetings as required
* To ensure effective communication with line manager, team, customer and client organisation
* Motivate, train and develop staff both as individuals and within the team.

 **General Responsibilities*** To maintain a clean and tidy work area at all times
* To maintain high levels of personal hygiene and wear the appropriate uniform and PPE as required
* To maintain all areas of responsibility to the set service standards and in line with applicable service offer
* To oversee the shift and make operational decisions to ensure service delivery
* To raise any service or performance concerns to line manager in a timely manner
* Deputise for the Catering Manager in their absence
* Achieve and maintain the presentation and hygiene standards required within Sodexo Defence Services Quality Procedure, and the client.
* Manage and supervise Chefs and ancillary staff completing a work roster in conjunction with the Catering Manager taking into account feeding levels and functions.
* Ensure all equipment within the area of responsibility is used correctly and training is undertaken in this area, where necessary, and recorded, deficiencies identified and exchange requirements communicated to the Catering Manager.
* Ensure Assured Safe Catering principles are followed at all times encompassing legal requirements of the Food Safety Act 1990. All aspects of the foods journey through the system are to be monitored and recorded, to include delivery, freezer and fridges temperature checks.
* Comply with Food Safety and COSHH regulations.
* Role to involve weekend and evening work as and when required.
* To carry out any other reasonable tasks and/or instructions as directed by management
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| 6. Accountabilities  |
| * Accurate completion of tasks detailed in the work requirements resulting in successful audits and minimal customer/client complaints
* Control waste in line with targets
* Ensure company and client policies, site rules and statutory regulations relating to Health and Safety, safe working practices, hygiene, cleanliness, fire and COSHH are adhered to.
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| 7. Person specification  |
| Essential:* Previous experience of working in catering operational role
* Able to work on own initiative within a team environment
* Must be able to demonstrate effective verbal and written communication
* Able to demonstrate attention to detail and adherence to standards
* Knowledge in Health & Safety and Food Safety
* Able to demonstrate working knowledge of MS Office (Word, Excel and Outlook)
* Must have one of the following qualification’s or equivalent; BSC (Catering), MHCIM, HND, City and Guild 706/1 and 2, NVQ level 2 and 3 and pose an intermediate level food safety

Desirable:* Experience of working within military environment

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| 9. Management approval |
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| Version | 1 | Date | 18/08/17 |
| Document owner | Scott Kirkham |

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